

**UNITED STATES COURT OF APPEALS
FOR THE SIXTH CIRCUIT**



Vacancy Announcement No. 15-03

Position: **Judicial Assistant/Administrative Manager to a Federal Circuit Judge**

Location: Memphis, Tennessee

Salary: \$58,562 to \$76,131 (JSP 11)

Tour of Duty: Full-Time

Opening Date: May 6, 2015

Closing Date: The position will remain open until filled. **To ensure consideration, applications must be received by the close of business on May 29, 2015.**

The United States Court of Appeals for the Sixth Circuit has an opening for the position of **Judicial Assistant/Administrative Manager to a Federal Circuit Judge**.

Position Description

The Judicial Assistant/Administrative Manager provides administrative and secretarial support to a federal circuit judge and is responsible for the day-to-day operations management of the judge's chambers. Working under the direction of the Judge, the principal duties and responsibilities of the position are highlighted below:

- Maintaining and coordinating the judge's calendar, including chambers internal matters, court sittings, professional activities, personal scheduling, and arranging meetings and conferences for the judge and chambers personnel;
- Coordinating all aspects of the judge's travel, including making logistical arrangements, preparing claims for reimbursement, and preparing any accounting or other reports regarding travel;
- Managing the flow of information coming into and going from chambers, including receiving and reviewing, handling, or appropriately referring incoming and outgoing correspondence, electronic and paper;
- Acting as the chambers receptionist;
- Transcribing dictation from judge;
- Locating, scanning, copying, filing, and certifying documents, in both electronic and paper formats;
- Performing functions in the Court's Case Management and Filing System, including maintaining, updating, and tracking filed documents;
- Managing chamber's internal case management system, including coordination with law clerks on chambers case load and communicating with other chambers regarding case-related issues;
- Preparing and editing legal documents for all chambers staff, including proof reading, cite checking, and some legal research;
- Preparing and editing speeches and presentations related to the judge's public appearances;
- Gathering and maintaining statistical data for and preparing all necessary reports;
- Providing guidance and assistance to law clerks;
- Maintaining office supplies and equipment; and handling routine office matters.

Duty Station and Travel

The position is located in Memphis, Tennessee. However, the judge sits in Cincinnati, Ohio seven times yearly, for one week at a time. **The incumbent will be required to travel with the judge.** Additionally some overnight travel for training may be required.

Qualifications

Required:

- A minimum of six years of progressively responsible secretarial/administrative management experience, including responsibility to a supervisor dealing with law-related matters. Education may be substituted for some experience.
- Comprehensive knowledge and understanding of office clerical practices, such as filing, telephone usage, and typing.
- Excellent communication and interpersonal skills, both oral and written.
- Advanced computer and typing skills, including proficiency in Windows environment and advanced facility in the use of Word and the Microsoft Office Suite.
- Exceptional administrative and organizational skills.
- Accuracy and attention to detail in grammar, spelling, editing, and proofreading.
- Consummate professionalism, discretion, and integrity. Ability to maintain strict confidentiality of all office and judicial matters.
- Initiative and ability to work independently and as a part of the chambers team as circumstances require.
- Ability to manage multiple priorities with conflicting deadlines, as well as ongoing and ad hoc tasks, in a timely fashion.
- Adaptability to evolving needs and priorities.
- Skill and accuracy in transcribing dictation and data entry.
- Positive attitude and proactive approach to identifying opportunities for improvement and addressing those opportunities appropriately.

Preferred:

- Familiarity with federal court procedures.
- Familiarity with a legal or court environment.
- Familiarity with Lotus Notes, and the federal courts' Case Management/Electronic Case Files (CM/ECF).
- Federal court, appellate court, paralegal, and/or legal secretarial experience is a plus.

Application Procedure

An application package consisting of a resume, cover letter with salary history, writing sample, and a completed AO-78 Federal Judicial Branch Application for Employment (located at www.ca6.uscourts.gov) should be sent to: Human Resources Manager, United States Court of Appeals for the Sixth Circuit, Room 503, 100 East Fifth Street, Cincinnati, Ohio 45202. **Applications must be submitted in hard copy form.** Applications must be received by the Human Resources Office on or before May 29, 2015. The Court will only communicate with those applicants selected for an interview. Interview expenses will not be compensated, and the court does not reimburse travel expenses.

Conditions of Employment

Applicant must be a United States citizen or eligible to work in the United States. Appointment to position is provisional pending suitability determination by the court based on results of fingerprint and background check. Employees are required to use Electronic Fund Transfer for payroll deposit.

Salary/Benefits

Salary is commensurate with federal judiciary guidelines. Email requests for information to ca06-humanresources@ca6.uscourts.gov. For information about benefits with the federal judiciary, visit www.uscourts.gov/careers.aspx.

THE SIXTH CIRCUIT COURT OF APPEALS IS AN EQUAL OPPORTUNITY EMPLOYER

Job Title	Administrative Manager to a Federal Circuit Judge	JSP 9 - 11
Occupational Group*	Chambers	

Job Summary
The Administrative Manager is located in a judge's chambers. This position provides day-to-day management of operations and administrative, technical, and secretarial assistance.

Representative Duties
<ul style="list-style-type: none"> • Prepare reports; assemble and attach supplemental material, gather and maintain statistical data for reports, and verify citations. Maintain correspondence control records. • Manage day-to-day operations of chambers. • Perform functions in the court's case management and filing system, including maintaining, updating, and tracking filed documents. • Managing chamber's internal case management system, including coordination with law clerks on chambers case load and communicating with other chambers regarding case-related issues; • Prepare and/or edit legal documents, correspondence, memoranda, speeches, and agendas for meetings and conferences. • Manage the flow of information coming into and going from chambers, including receiving and reviewing, handling, or appropriately referring incoming and outgoing correspondence, electronic and paper. • Prepare and maintain the judge's travel itineraries and arrangements, and coordinate with other court units. • Maintain judge's calendar. Arrange meeting and conferences for judges and support personnel. • Locate, scan, copy, file, and certify documents. Maintain, update, and track both paper and electronically filed documents. Organize and maintain filing systems. • Perform receptionist duties by greeting callers in person and on the telephone, responding to inquiries, and directing callers to the appropriate staff member. • Transcribe dictation from the judge. • Provide administrative assistance to law clerks. • Maintain office supplies and equipment and handle routine office matters. • Other duties as requested.

Factor 1- Required Competencies (Knowledge, Skills, and Abilities)
Administrative <ul style="list-style-type: none"> • Thorough knowledge of office management, secretarial and administrative principles, practices,

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<p>methods, and techniques in a legal environment. Skill in administrative matters such as document preparation, file maintenance, record-keeping, reporting, and preparation of legal and business material.</p> <ul style="list-style-type: none"> • Ability to follow detailed instructions and multitask. Skill in organizing own work. Ability to manage multiple priorities with conflicting deadlines. <p>Court Operations</p> <ul style="list-style-type: none"> • Knowledge of legal documents and terminology. Knowledge of policies, procedures, and protocols, including the court's policies and guidelines. Knowledge of documents used within the Court of Appeals. Skill in interpreting and applying court's office policies, procedures, practices, and guidelines related to office operations. Ability to learn court operations. <p>Judgment and Ethics</p> <ul style="list-style-type: none"> • Knowledge of and compliance with the <i>Code of Conduct for Judicial Employees</i> and court confidentiality requirements. Ability to consistently demonstrate sound ethics and good judgment. <p>Written and Oral Communication/Interaction</p> <ul style="list-style-type: none"> • Skill in grammar, spelling, editing, and proofreading. Skill and accuracy in transcribing dictation and data entry. Ability to communicate effectively (orally and in writing) to individuals and groups to provide information. Ability to interact tactfully with a wide variety of people. Ability to maintain confidentiality and considerable discretion. <p>IT and Automation</p> <ul style="list-style-type: none"> • Thorough knowledge of, and skill in a variety of office equipment and applications, including software and keyboarding for word processing, data entry, email, dictaphone, computers, and court's electronic case management system. Skill in using standard office equipment.
Factor 2- Primary Job Focus and Scope
<p>The primary focus of the position is to contribute to the smooth and efficient administration of the chambers by providing administrative and clerical assistance. The performance of the incumbent has impact on the court and its staff, other judges, the bar, litigants, counsel, outside agencies, and the public. Errors in judgment or discretion can lead to incorrect or improper information being disseminated which may impact the court and its staff, other judges, the bar, litigants, counsel, outside agencies, and the public. Failure to timely and accurately perform duties disrupts efficient work of the chambers. Maintenance of files, documents, systems and databases is critical to the office's ability to retrieve information regarding current and closed cases. The incumbent contributes to the mission of the court unit by responding to competing priorities, maintaining confidentiality and interacting with individuals in a professional, courteous, and efficient manner.</p>

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Factor 3- Complexity and Decision Making
Some aspects of the incumbent's work are well-defined processes. Other aspects of the work are complex and present challenges. Judgment is often exercised in planning the work, setting priorities, maintaining confidentiality and handling materials and persons tactfully. Occasional conflicting priorities must be resolved. Possibility of errors is constant, given the large number of items handled. Duties and interactions must be handled with accuracy, considerable discretion and sensitivity due to the confidential nature of the work of the chambers. Decision making is based on defined policies, standards and procedures, with unusual situations being referred to a more senior-level staff person or the judge.
Factor 4A- Interactions with Judiciary Contacts
The primary judiciary contacts are judges and chambers staff, executives, managers, staff of other court units, peers, and the Administrative Office for the purpose of providing administrative support.
Factor 4B- Interactions with External Contacts
The primary external contacts are the public, outside attorneys, the bar, vendors/contractors, and governmental agencies for the purpose of exchanging information, providing customer service, and assisting with the court unit's administrative activities and transactions.
Factor 5- Work Environment and Physical Demands
Work is performed in an office setting and may occur at off-site meeting locations or temporary duty stations. Some travel is required.